Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

December 8, 2015 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert, Chairperson called the meeting to order at 5:32 pm noting that a quorum was present.

1. ROLL CALL

Board members in attendance

a. Doug Hebert, appointed by Allen Parish

b. Chris Stewart, appointed by Governor Jindal

c. Corlissa Hoffoss, appointed by Governor Jindal

d. Patti Farris, appointed by Beauregard Parish

e. Gordon Propst, appointed by Calcasieu Parish

f. Christina Mehal, appointed by Jefferson Davis Parish

Absent: Susan Dupont, appointed by Cameron Parish

 Aaron LeBoeuf, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Nikki James, Executive Assistant

1. INTRODUCTION OF GUESTS

Doug Hebert welcomed guests and invited them to introduce themselves. See attached sign-in sheet.

1. APPROVAL OF MINUTES

Board members received November minutes prior to the meeting. Doug entertained a motion to approve November minutes. Chris Stewart motioned and Christina Mehal seconded. November minutes unanimously approved.

1. APPROVAL OF AGENDA

Board members reviewed and unanimously approved the December agenda.

1. EXECUTIVE DIRECTOR REPORT

a. Asset Protection

 Tanya McGee reports ImCal property is maintained through the Protégé system which is the software program used by Louisiana Property Assistance Agency (LPAA). ImCal completes a property inventory annually. Our property was approved per the Certification of Annual Property Inventory report. The adjusted dollar amount of ImCal’s property is $687,518.45. The report includes all property that is deemed valued over $1,000 when purchased. Paul Duguid reports property purchased that is valued under $1,000 is managed separately. Tanya reports ImCal will have no access to Protégé after December 31, 2015 since ImCal is not a state agency. During the last HSIC meeting is was suggested ImCal could purchase the property from DHH. No final decision has been made regarding the Protégé system.

 b. Status Update on ImCal HSA Strategic Plan

 ImCal currently follows the DHH 5 yr Strategic Plan. ImCal did not create this plan. David Britt will be conducting a training with ImCal Board on February 19, 2016 at Prien Lake Park. A portion of the training will be on strategic planning.

 VII. NEW BUSINESS

 a. Mid-year budget cut

ImCal received a $100,000 cut across the board without a decrease in service. The funds were pulled from the Pathways contract. Tanya reports Briscoe is getting a new roof and demolition of the old roof has started.

 b. Update on ImHealthy Program

 Tanya reports construction has begun in the Lake Charles clinic. The nurse practitioner started this week and is meeting with staff. Interviews are being conducted to hire an LPN, a case manager and a peer support specialist. ImHealthy Program will serve clients who are indigent and currently receiving services with ImCal.

 Tanya reports Jeff Davis clinic is currently open once a week, however, services will be offered two days a week in early 2016. ImCal is creating a MOU with the DA’s office for the Drug Intervention Program (DIP) for defendants with drug related charges. Currently the APRN goes to the Jeff Davis clinic once a month.

 Tanya has a meeting with Ms. Betty Cunningham this Friday to discuss the duties/responsibilities of a board member. Patti Farris has agreed to remain on the Board until her position is filled. Patti will also provide contact information for another prospective member.

 VIII. NEXT MEETING –January 12, 2016

 IX. ADJOURNMENT – Meeting adjourned at 6:10 pm.